



All plans MUST be designed to the 2018 I Codes
All applications MUST be submitted digitally.

On regular business days; Building permit submittal and issuance hours will be 9:00am through 1:00pm, Monday through Thursday.

- ☐ Electronic documents must be in .pdf format (note file size cannot exceed **150mb**).
- ☐ Multiple documents may be transmitted in one .pdf file based on file type (Ex. Architectural plans)
- ☐ Email digital submission to jenny.white@elbertcounty-co.gov and copy faith.mehrer@elbertcounty-co.gov
- ☐ File Names: files **shall** be named using the following convention :
[Project Name] . [Project Type-Document Title] – [Date].pdf
‘Project Name’: Last name of applicant/owner
‘Project Type: New res; barn; garage, etc.
‘Document Title’: Architectural; foundation; trusses, etc.
‘Date’: date of your submittal

File Name Examples:

- ☐ Copy of Deed: **NAME.GroupU-deed-4.1.2020.pdf**
- ☐ Current Statement of Taxes: **NAME.GroupU-Taxes-4.1.2020.pdf**
- ☐ Site Plan: **NAME.GroupU-4.1.2020.pdf**
- ☐ Completed application packet: **NAME.GroupU-application-4.1.2020.pdf**
- ☐ Blue Prints including; **NAME.GroupU-Blueprints-4.1.2020.pdf**
- ☐ Engineered foundation (digitally stamped): **NAME.GroupU-Foundation-4.1.2020.pdf**
- ☐ Soils test: **NAME.GroupU-Foundation-4.1.2020.pdf**

For a Check list of required documents specific to your project type, please refer to the checklist on the front of your permit application. Permit applications can be found on the Elbert County Building Department Web Page under

Building Permit Applications.